

LISLE LIBRARY DISTRICT
BOARD MEETING
September 14, 2011

The September Board Meeting was called to order at 7:30 p.m. at the Lisle Library District, 777 Front Street, Lisle, Illinois.

I. Roll call

Present:

Richard Flint – President
Jay French – Vice President
Mary Ellen Durbin – Treasurer
John Huff – Secretary
Colleen Sehy – Trustee
Teri Hock – Trustee (arrived at 7:31 p.m.)

Absent:

Cathy Melton – Trustee

Also Present:

Katharine Seelig – Acting Director
Eileen Soliday – Recording Secretary
Beth McQuillan – Director of Technical Services
Tatiana Weinstein – Director of Adult Services
Tom Hummel – Lisle Resident
Jim Filliung – Architect
Joe McLennan – Consultant
Wesley Gosselink – Principal of Tate Woods School

II. Opportunity for Visitors to Speak

Wesley Gosselink brought the Library a “Cookie Bouquet” as a thank you for the collaboration between school and library, with a special thank you to Lindsey Dorfman and the Youth Services staff.

III. Consent Agenda

- A. Approve Minutes of August 10, 2011 Board Meeting
- B. Approve Minutes of August 10, 2011 Executive Session
- C. Approve Minutes of July 21, 2011 Special Board Meeting
- D. Approve Minutes of August 3, 2011 Steering Committee Meeting
- E. Acknowledge Treasurer’s Report, 08/31/11, Investment Activity Report, 08/31/11, Current Assets Report, 08/31/11, Revenue Report, 08/31/11, and Expense Report, 08/31/11
- F. Authorize Payment of Bills, 09/14/11

R. Flint asked that the second to the last page of the Board Minutes of August 10, 2011 be changed to correct the spelling of the name Keister and to remove the

employee name from two statements. The first should read: “the email should have come from K. Seelig or R. Flint.” The second should read: “the wording of the email may have been terse, but suggested it was trying to convey the displeasure of the Board in Mr. Keister’s work.”

MOTION: M. Durbin moved to approve the Consent Agenda with changes. J. Huff seconded. Roll Call Vote – All Aye

J. Filling discussed the progress of the exterior projects. He stated the work is a little behind, partly due to the weather, partly because the roof removal on the original part of the building was harder to take off than anticipated. The spray foam insulation is done, the tuck pointing has been completed. The electricians are working now on the wiring for the lighting and the foundation work for the canopy is scheduled to begin on Friday, September 16th. The glass for the canopy is taking longer to arrive because it is a special order.

J. McLennan discussed his modified proposal to the Board for the library Strategic Plan. He attended one of the Steering Committee meetings and stated he was impressed by the collaboration between Board and Staff. He suggested his proposal could help the library finalize a Strategic Plan that would have a dashboard and signal lights to keep everyone on track. If his proposal is approved, he would like to meet one on one with each Board member and would also sit in on Board meetings to get a feel for the direction of the Board. He suggested he could help with the recruitment of the new Executive Director. He would be available for other needs as they become identified. C. Sehy suggested a new Trustee training program is needed. J. McLennan stated he could help with that.

IV. Director’s Report

A. Assign Trustees for “Review of Bills Next Month”

Review September billings in October – C. Sehy and C. Melton

K. Seelig stated plumbing repairs had to be done to the staff restroom.

Ready, Set, Go was a success. Over 225 people participated and had a good time. Staff gave away all the prizes, freebies and food they had purchased for the event.

The library will have participated a total of three times in the French Market this year. It has been a very successful program.

The library may have to close the front entrance for a few hours on Friday, September 16th due to drilling that needs to be done to pour a foundation for the new canopy.

The library received a check from our garbage haulers insurance company for the light pole that was knocked over by a garbage truck. A “change order” was signed to repair the pole along with the other electrical work scheduled.

The Jane Shaw sculpture is now on display in the atrium window area along with the Dennis Huslig sculpture.

R. Flint and K. Seelig attended an intergovernmental meeting where they learned: The Lisle Park District is concerned with young people congregating in the parks. There was a “flash mob” causing problems at the *Eyes to the Skies* festival. The *Big Apple* and *Vini’s* restaurants are both closed. Lisle School District 202 Superintendent, Dr. Patricia Wernet, will retire at the end of this school year.

Lisle Library has been featured in the Trib Local with its good reads for adults and its Meebo instant messaging service.

Jonathan Alter will be the featured speaker at the Irv Goldstein Lecture to be held at the Lisle Senior High School on November 20, 2011. Tickets are free.

V. Assistant Director’s Report

Normal computer maintenance.

VI. Communications

K. Seelig read a thank you letter and displayed a plaque awarded to the library from Bridge High School. The Library has been listed as a supporter of Bridge High School in the Little Friends benefit program.

K. Seelig received an update from J. Ruhl and the landscaping project. J. Ruhl is waiting for the electricians to supply the landscape area with wiring so that he can finish the project. He reported the Village of Lisle is concerned with the drop-off at the northern edge of the project. J. Ruhl will suggest some ways the problem can be corrected. He would also like to prune some of the larger trees on the property as there are many dead branches that should be removed.

Literacy DuPage sent a thank you note for its partnership and support.

The Lisle Reporter newspaper is back in print. It is a Suburban Life Publication.

VII. Committee Reports

A. Finance

M. Durbin stated that according to statutory requirements:

1. In September the Board needs to approve a Budget and Appropriation Ordinance.

2. In October the Board will see if we need to file a TITA, which will require a Black-Bordered notice in the newspaper. It does not look as though we will need a TITA this year.
 3. In November the Board will adopt the Levy
 4. In December the Board will move any surplus to the Special Reserve fund.
- The library receives 95% of its revenue from property taxes. We expect to have a surplus this year. We have received 76% of our tax levies so far. 1.5 million dollars has been invested by MB Bank. We hope to have the Auditors at the October meeting.

B. Personnel/Policy

Last meeting was postponed, next meeting will be Wednesday, September 21, 2011 at 7:30 p.m.

C. Physical Plant

J. Huff stated the Physical Plant Committee had to be cancelled, but K. Seelig took R. Flint and J. Huff on a tour of the library grounds. He was surprised to see picnic tables that he had never known of on the west side of the building hidden by trees and bushes. He noted the steep drop off in the front retention pond. He hopes that the wooden library sign will be replaced with a lighted informational sign at some point. He suggested that a bench be put in the newly landscaped area at the point where the village noted the drop off. He looked at the trees and noted that some need pruning. He suggested all Trustees take a tour of the library grounds, it was very informational.

D. Steering Committee

B. McQuillan stated the Steering Committee met on Wednesday, August 31, 2011. They were working on wordsmith strategies. They are also drawing a timeline and discussing a narrative of the work being done. They are interested in hearing stories of how Lisle Library improved the lives of its patrons. J. McLennan made some good suggestions for the group. The next Steering Committee meeting will be Wednesday, October 5, 2011 at 6:30 p.m.

VIII. Unfinished Business

A. Construction Update – Jim Filliung

This was covered earlier in the meeting.

B. Consultant – Joe McLennan

There was some discussion about J. McLennan's proposal.

MOTION: J. Huff moved to approve the Proposal for Consulting and Facilitation Services to the Lisle Library District as offered by Joe McLennan. C. Sehy seconded. Roll Call Vote – M. Durbin – Aye, R. Flint - Aye, J. French – Nay, T. Hock – Aye, J. Huff – Aye, C. Sehy – Aye.

C. Director's Search

K. Seelig spoke to L. Elam who told her there have been 25 inquiries and 20 applications for the Directors job opening. The review of the dossiers will be Thursday, November 17, 2011. K. Seelig will ask L. Elam to have the dossiers ready a few days before so that Trustees can read them over and be ready to discuss the applicants and choose four candidates. Trustees were asked to choose four dates for 90 minute interviews of these finalists. The dates chosen were: November 29, November 30, December 6 and December 7, 2011.

IX. New Business

A. Approve Public Notice for Ordinance 12-03

MOTION: J. Huff moved to approve the Public Notice for Ordinance 12-03. T. Hock seconded. Roll Call Vote – All Aye

B. Approve Ordinance 12-03: Ordinance Determining to Levy an Additional Tax of .02% for the 2011-2012 Fiscal Year

MOTION: M. Durbin moved to approve Ordinance 12-03: Ordinance Determining to Levy an Additional Tax of .02% for the 2011-2012 Fiscal Year. C. Sehy seconded. Roll Call Vote – All Aye

C. Adopt B&A Ordinance 12-02

MOTION: T. Hock moved to adopt Ordinance 12-02: Budget and Appropriation Ordinance for the Lisle Library District for Fiscal Year 2011-2012. J. Huff seconded. Roll Call Vote – All Aye

D. Approve Certified Estimate of Revenues by Source

MOTION: M. Durbin moved to approve the Chief Fiscal Officer's Certificate of Estimated Revenue for the Lisle Library District. J. French seconded. Roll Call Vote – All Aye

K. Seelig asked that the Trustees review Chapter 2 - Governance and Administration from *Serving Our Public 2.0: Standards for Illinois Public Libraries* as part of a requirement for the Per Capita Grant application that will be approved at the October Board Meeting.

J. Huff stated he was in the library the day the roof was being installed over Youth Services. The fumes in the library were very bad and he suggested staff should be compensated for having to endure that day. He felt a lunch for the staff should be in order. Trustees agreed and R. Flint suggested a thank you card for staff be included.

X. Executive Session

There was no Executive Session needed.

XI. Adjourn

MOTION: J. Huff moved to adjourn the meeting. J. French seconded. Voice Vote –
All Aye

The meeting adjourned at 8:36 p.m.

Recorded by

Eileen Soliday, Recording Secretary

Approved by the Board of Trustees on the 12th day of October, 2011.

Approved by

John Huff, Secretary of the Board